

1 **COMMISSIONERS MEETING**

2 **November 3, 2021**

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5 *YORK,ss*

6  
7 At a regular meeting of the County Commissioners of the County of York, begun and  
8 holden at the York County Government Building in Alfred, within and for the County of York,  
9 being held on Wednesday, November 3, 2021 A. D. at 4:30 P. M.

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12 **COMMISSIONERS PRESENT:**

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14 Richard R. Dutremble  
15 Richard Clark  
16 Robert Andrews  
17 Allen Sicard  
18 Donna Ring  
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22 County Manager Gregory Zinser and Deputy County Manager Linda Corliss were present at the  
23 meeting.  
24

25  
26 **YOU ARE INVITED TO RISE AND SALUTE THE FLAG OF THE UNITED STATES**

27  
28 **November 3, 2021 ITEM**

29  
30 **1 PUBLIC COMMENT(S) ON ANY ITEM(S)**

31 Janet Drew thanked the County Manager for the offer to meet. She will be in touch  
32 and will bring a partner with her.  
33

34 **2 TO APPROVE THE MINUTES OF THE FOLLOWING MEETINGS:**

35 a. Workshop of October 20, 2021

36 Commissioner Clark motioned to approve the minutes. Commissioner Sicard  
37 seconded the motion. Vote 5-0.

38 b. Regular meeting of October 20, 2021

39 Commissioner Clark motioned to approve the minutes. Commissioner Sicard  
40 seconded the motion. Vote 5-0.  
41

42 **3 TO APPROVE TREASURER'S WARRANTS**

43 a. Warrants to be approved on October 20, 2021 in the amount of \$428,815.76

44 Commissioner Clark motioned to approve the warrant. Commissioner Sicard  
45 seconded the motion. Vote 5-0.

46 b. Warrants to be approved on October 27, 2021 in the amount of 502,018.70

47 Commissioner Clark motioned to approve the warrant. Commissioner Sicard  
48 seconded the motion. Vote 5-0.

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**4 TO HEAR ANY REPORTS FROM THE COUNTY COMMISSIONERS**

None

**5 TO HEAR ANY REPORTS FROM THE COUNTY MANAGER**

None

**6 NEW BUSINESS**

a. EMA to provide update of COVID-19 response

County Manager Greg Zinser explained that Deputy Director Megan Arsenault will give an update. Deputy Arsenault explained that EMA has been active in COVID 19 response for nearly two years now. This includes the delivery of shots at the Vaccination Center that was opened with Southern Maine Healthcare and clinics for first responders, schools, etc. She continued that EMA now will offer pediatric vaccinations at the vaccine clinic and schools as well as opening a laboratory to test for COVID 19. Deputy Arsenault continued and explained that EMA also has natural disasters that they are dealing with. She added that she had met with the City of Biddeford and MEMA to assess damages from the weekend storm with damages estimated at almost \$2 million.

Deputy Arsenault introduced Dr. Michael Schmitz who is also helping EMA with vaccines. She informed all that Dr. Schmitz is an emergency department physician at Southern Maine Healthcare and Medical Director for York County EMA.

Dr. Schmitz gave a PowerPoint presentation (included as record of these minutes). He explained that emergency rooms are currently full within Maine and nationally. We have been averaging 100 new cases (of COVID-19) a day for the last month. The number of patients on ventilators is as high as it has been. Dr Schmitz explained that COVID among vaccinated, elderly people is still a serious risk. He added that they are seeing more covid positive patients especially among the elderly. Vaccinations overall in our State of Maine are doing quite well and as of today, 79% of population have received their final dose.

County Manager Greg Zinser thanked Dr. Schmitz, Art and Megan. He asked Dr. Schmitz if he had any thoughts on pediatric dosing and any studies done on that? Dr. Schmitz replied that they will begin to offer the vaccine next week to the 5-11 age group. He continued that they are considering very carefully how they support pediatric patients and their families. In terms of dosing, he explained that he is not an epidemiologist, so he cannot comment on that but that he thinks the studies behind them are sound and protocols are reviewed meticulously.

Commissioner Clark thanked Megan and Dr. Schmitz and asked for the slides to be printed out for the Commissioners.

Commissioner Sicard asked Director Cleaves that since they are opening up (vaccines) to younger folks, will they need more hours going forward? Director Cleaves responded that yes, they will have additional hours on Friday night and all day Sunday for pediatric vaccines as well as Tuesdays and Thursdays 1-7 and Saturdays as well for all other COVID vaccinations. Director Cleaves added that hospitals are also hosting clinics at the schools as we are. He continued that there



98 are 12,400 kids in that age range in York County. We are trying to get second  
99 doses completed by the end of December.  
100 Commissioner Dutremble stated that he is hearing lots of positive feedback  
101 regarding the vaccination center. He gave thanks to all the EMA people.  
102

103 b. Hiring of Anthony Payeur as full-time corrections officer with a hire date  
104 of 11/5/21

105 H.R. Director Linda Corliss approached the Board and disclosed that the first two  
106 (hiring requests) are brothers. She has reviewed the NCEU contract and the  
107 county's H.R Policy and although this is not recommended, it is allowed.  
108 Commissioner Clark motioned to approve the hiring of Anthony Payer as a full-  
109 time corrections officer with a hire date of 11-5-21. Commissioner Sicard  
110 seconded the motion. Vote 5-0.  
111

112 c. Hiring of Zachary Payeur as full-time corrections officer with a hire date  
113 of 11/5/21.

114 Commissioner Clark motioned to approve the hiring of Zachary Payeur as a full  
115 time corrections officer with a hire date of 11-5-21. Commissioner Sicard  
116 seconded the motion.

117 Discussion- Commissioner Ring asked the Sheriff if since they are being hiring  
118 and are brothers, would he create a schedule so they don't work on the same shift  
119 together? Sheriff King replied that the only time they cannot work together is if  
120 one of them is in a direct supervisory capacity. Commissioner Ring responded that  
121 this hasn't been a practice that we've done. H.R. Director Corliss stated that if one  
122 were to seek advancement down the road, county policy states if they don't resolve,  
123 the county can remove one or the other.  
124 Vote 5-0.  
125

126 d. Hiring of Heather Dupuis as a reserve corrections officer with a hire date  
127 of 11/5/21

128 Commissioner Clark motioned to approve the hiring of Heather Dupuis in the  
129 position of reserve correction officer with a hire date of 11-5-21.  
130 Commissioner Sicard seconded the motion. Vote 5-0.

131 H.R. Director Linda Corliss informed the Commissioners that five officers are  
132 scheduled to attend the academy.  
133

134 e. Hiring of Edward Dexter in the position of Fire Instructor II and Hazmat  
135 Technician with a date of hire of 11/8/21.

136 Commissioner Clark motioned to approve the hiring of Edward Dexter in two  
137 reserve positions as listed above. Commissioner Sicard seconded the motion.  
138 DISCUSSION: Commissioner Ring asked if he (Mr. Dexter) is currently  
139 employed with the county as he used to be a reserve deputy. Sheriff- King  
140 responded that he used to be a reserve deputy but he did resign. Vote 5-0.  
141

142 f. Review and seek approval for jail camera system (executive session may be  
143 necessary)

144 County Manager Greg Zinser reminded the Commissioners that this item has been  
145 a subject of conversation for awhile. He added that it may be necessary to go into  
146 executive session for security reasons. The bid is \$446,429.64 for a complete  
147 replacement of the current system that has been in the jail since 2002.



148 Sheriff King addressed the Board and stated that he appreciates their support on  
149 this. This camera system is sorely needed and important for officers and residents  
150 of the jail.

151 Commissioner Ring asked if this system is going to require any additional  
152 staffing? Jail Administrator, Major Nathan Thayer, replied, no. This system is  
153 going to replace what we currently have, he explained. We are going to be able to  
154 eliminate sub- cameras.

155 Commissioner Sicard asked if this in the regular budget? County Manager Zinser  
156 replied, yes in capital reserves of the jail. Commissioner Sicard asked about  
157 scheduling of the project. Jail Administrator, Major Thayer replied that the county  
158 will be locked in at this price once we sign (the contract) even if it takes 4-6  
159 months to install.

160 Commissioner Clark motioned to enter into executive session pursuant to Title 1,  
161 Section 402, Subsection 3, paragraph Q. Q. (REALLOCATED FROM T. 1, §402,  
162 sub-§3, ¶P) Security plans, staffing plans, security procedures, architectural  
163 drawings or risk assessments prepared for emergency events that are prepared for  
164 or by or kept in the custody of the Department of Corrections or a county jail if  
165 there is a reasonable possibility that public release or inspection of the records  
166 would endanger the life or physical safety of any individual or disclose security  
167 plans and procedures not generally known by the general public. Information  
168 contained in records covered by this paragraph may be disclosed to state and  
169 county officials if necessary to carry out the duties of the officials or the  
170 Department of Corrections under conditions that protect the information from  
171 further disclosure; [2015, c. 335, §1 (AMD).]

172 Commissioner Sicard seconded the motion. Vote 5-0.

173 Commissioner Clark motioned to come out of executive session. Commissioner  
174 Sicard seconded the motion. Vote 5-0.

175 Commissioner Clark motioned to table this discussion with the understanding that  
176 the Sheriff and Jail Administrator will come back in two weeks with additional  
177 information to coordinate cameras and locking system. Vote 5-0.  
178

179 **7 OLD BUSINESS**

180 a. Review and discussion of ARPA project worksheet

181 County Manager Zinser explained that ARPA Financial Project Manager David  
182 Nalchajian, Sr., has created a spreadsheet with requests and money that has already  
183 been committed. Project Manager Nalchajian, Sr. explained the spreadsheets to the  
184 Commissioners (sheets included as record in these minutes). County Manager  
185 Zinser clarified that the dredge money is not allocated yet but is still being talking  
186 about. Mr. Nalchajian explained that requests are at \$50 million but, also \$7  
187 million has to be taken out (Sanford Housing Authority's contribution) resulting in  
188 \$43 million on paper.

189 Commissioner Sicard asked how long before we get an answer from the sewer  
190 people? He continued that their estimate of between \$3 million and \$9 million is a  
191 big spread. County Manager Zinser replied that we won't have that by the end of  
192 the year. The study has to move forward, he explained. Commissioner Sicard  
193 replied that it is important for planning purposes to know if we can do something  
194 with that land. If not, we can put the money elsewhere.

195 County Manager Zinser responded that once study is done, we can figure out how  
196 big we can go. Our options for septic disposal are Sanford Sewer or on-site,  
197 explained the County Manager. Commissioner Sicard stated the original experts  
198 said to do more with public sewer. County Manager Zinser replied that the cost



199 range given to us to run up Route 4 is between \$3 to \$9 million. He added that  
200 there will still be a yearly fee. The County Manager continued that with a private  
201 system, we will need to know how much does that system cost and ongoing  
202 maintenance costs. Commissioner Sicard reminded all that there was a discussion  
203 that fees can be discussed as we are bringing on other customers if we pay to run  
204 the sewer up. The County Manager replied that we need to wait for the study.  
205 Commissioner Clark questioned if the Sanford Sewer District has the right to run  
206 pipe in Alfred. The County Manager replied, no, they would have to expand the  
207 system so the town would have to vote to approve.

208 Commissioner Dutremble added that if it was feasible to hook up, anyone hooking  
209 in would have to pay an impact fee. A lot of people may not want to hook in and  
210 have to pay a fee.

211 County Manager Zinser stated that they also need to talk about the grinding system  
212 that we are putting in the jail that is listed under jail septic upgrades is the grinder.  
213

- 214 **8 TO CONDUCT AN EXECUTIVE SESSION ON PERSONNEL**  
215 **ISSUES PURSUANT TO 1 M.R.S.A. §405 (6) (A), ACQUISITION OF**  
216 **REAL PROPERTY OR ECONOMIC DEVELOPMENT PURSUANT**  
217 **TO 1 M.R.S.A. § 405 (6) (C), LABOR NEGOTIATIONS PURSUANT**  
218 **TO 1 M.R.S.A. § 405 (6) (D) AND CONSULTATION WITH LEGAL**  
219 **COUNSEL PURSUANT TO 1 M.R.S.A. § 405 (6) (E), REVIEW OF**  
220 **CONFIDENTIAL RECORDS PURSUANT TO 1 M.R.S.A. § 405 (6) (F)**  
221 None  
222

223 **9 PUBLIC COMMENT(S) ON ANY ITEM(S)**

224 Susan Wiswall asked where to find the information on ARPA on the county  
225 website. County Manager Zinser replied that the sheets, with a correction, will be  
226 placed on the website tomorrow and that he will e-mail Susan a copy.  
227 Janet Drew asked if Layman Way is at full capacity use at this point? County  
228 Manager Zinser replied, around 19 or 20 last he heard. There are 24 beds there.  
229 County Manager Zinser continued that we are exploring (with ARPA funds)  
230 expanding the original mission. Layman Way is set up now as a diversion program  
231 from jail so there is not necessarily a lot of opportunities to get in there. We  
232 hope to have it opened up more to the public in York County so that anyone in  
233 need of rehabilitation for substance abuse can utilize it.  
234

235 **10 ADJOURN**

236 Commissioner Clark motioned to adjourn. Commissioner Sicard seconded the  
237 motion. Vote 5-0. Meeting adjourned at 6:01 p.m.  
238



# Sanford Housing Authority

**Commissioners:**

Chairperson, Kimberly J. LaChance  
Glenn J. Dowey  
Michael Jean  
Pamela Buck  
Rebecca Ames  
George Little  
Arlene Townsend

**Executive Director**

Diane Gerry



11/10/2021

Fee Schedule for Clinical Services to York County Government

**The following list outlines our clinical fees:**

Dear Greg,

After our discussion regarding Sanford Housing Authority providing clinical director services to you, we are proposing a fee of \$110.00/hour. This Fee is derived from this schedule of activities:

- |   |     |
|---|-----|
| 1. Jennifer Ouellette to provide clinical consultation as needed @ \$84.00/hr.  | 84% |
| 2. Indirect Cost at \$13.00/hr. (laptop/paper/printer/other office supplies)  | 13% |
| 3. Admin Fee Cost (time spent by Executive Team/Finance and Executive Director) at \$13.00/hr. (payroll/accounting/supervision of Ms. Ouellette/consultation) | 13% |

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Total: \$110.00 100%

Sanford Housing Authority will track hours spent and invoice York County Government weekly.

Respectfully Submitted,

Diane G. Gerry



17 School Street, P.O. Box 1008 Sanford, ME 04073 | T: (207) 324-6747 F: (207) 324-6748  
TDD Communicator: (800) 545-1833 ext. 514





### Proposal for Clinical Management Opening

Upon review of the recently advertised position of Clinical Director for York County Government, my colleague, Diane Gerry and I feel strongly that we have something to offer for your consideration. We believe it would be helpful to highlight some of our career experiences that are relevant to this opening, and from there, will identify our proposal. We are recommending a clinical management position, that includes both of us, that is fully believed to meet the County's needs.

#### **Jen Ouellette**

Since 1991, I have worked in the field of human services. Primarily my career and focus of work has been in the field of behavioral health, with a strong emphasis on addiction. The primary population I have worked with are adults, both men and women, who also happened to be homeless. Roughly 30% of them also had criminal records, with another 85% demonstrating a co-occurring disorder and a significant trauma history. This is a population I am both familiar and comfortable with. I have spent my entire career researching, listening, and studying new treatment approaches, and tailoring various programs to best meet the needs of those being served.

In my former role as Clinical Director for the York County Shelter Programs from 1998-2020, I was chiefly responsible for program design and development, start up, implementation of programming, staff supervision and training, eligibility, and overall effectiveness. Additionally, I maintained a degree of direct service and care with our clientele, offering groups and individual counseling, mediation, conflict management, and crisis intervention. I am experienced in cognitive behavioral therapy, trauma informed care, motivational interviewing, and working in therapeutic communities (TC).

In the course of my career, I started a Community Integration Program, a Community Rehabilitation Program, an Intensive Outpatient Program (IOP), a DEEP Program, 2 half-way houses, a residential mental health PNMI program, a medication assisted treatment (MAT) program, and a Targeted Case Management Program. Additionally, I managed multiple grants for direct care and housing over the years. The revenue generated from the programs I oversaw was over 1.5 million dollars in 2019. The staff falling under my supervision totaled 40 at one time, working within 11 licensed programs.

When serving low to no-income individuals, the ability to pay is always a barrier. For many of the above-mentioned programs, we were a recipient of grant money from DHHS, as well as billable through Maine Care. In addition to the application and licensing process required to start a new program, you are also required to secure a contract with your payor source.

To run 11 licensed programs simultaneously, with 5 of them being residential treatment programs, located in various areas of York and Cumberland County, there must be a level of organization and expertise in regulations, guidelines, and requirements. I am strong and well-versed in the requirements for licensing both substance abuse and mental health programs, as well as in the various chapters of the Maine Care Benefits Manual that relate to paying for services (Chapters 13, 17, 65, and 97). I am exceptionally well organized, and can multi-task and prioritize, while always managing to meet deadlines.

Licensure reviews are typically conducted bi-annually, assuming the provider of service demonstrates solid adherence to regulations and requirements. Over time, licensing reviews conducted with me earned the exemplary status of moving to 3-year reviews, as we had no deficiencies or findings from the Division of Licensing. I am thoroughly competent in licensing processes and procedures.

I hold a Masters Degree in Clinical Counseling, and an accompanying Licensed Clinical Professional Counselor (LCPC). I am also fully licensed as a Licensed Alcohol and Drug Counselor (LADC), and as a Certified Clinical Supervisor (CCS). I am well respected in our community as someone who works hard, follows through, and pays close attention to detail.



**Diane Gerry**

Diane has worked in multiple professional capacities over the years. In her first professional role, she was the General Assistance Director for the City of Sanford. She managed a \$800,000 budget, provided emergency assistance to eligible households, and engaged with other general assistance providers regularly. She was required to adhere to State of Maine guidelines as well as City of Sanford Ordinances. During her time as the GA Director, Diane built relationships and partnerships with many area agencies and organizations, providing her with a foundation of resources most willing to work with her as necessary. Diane was highly respected in this role, and often sought after to join various committees and formed many partnerships over the years.

Diane left GA in 2010 and moved into the management of a Stable Lives grant with York County Shelters. During the 3-year term of the grant, Diane moved families and individuals out of homelessness and into permanent housing. She maintained connection with these households for the grant term. The overall success rate for the grant was 82% remaining stable housed at the end of the 3-year term. During the grant period, Diane was instrumental in ensuring benchmarks and required reporting were completed by the expected deadline. During the course of the grant term, Diane engaged with Maine State Housing on budgetary and outcomes requirements.

When the Stable Lives grant terminated in 2011, Diane assumed the position of the Director of Operations for the York County Shelter Programs. In this role, Diane was responsible for general oversight and supervision of the director-level positions, including Food Services, Clinical Services, Housing Services, and Fiscal Management. Diane managed a budget of 5 million, which included Federal, State, and local funding sources with requirements of monthly reporting and compliance. York County Shelters provided emergency shelter for 37 adults and 16 homeless family members. York County Shelter also operated 2 half-way houses, outpatient programming, residential mental health facilities, the largest food pantry in York County, and was the recipient of multiple grants and funding streams. Diane became familiar with food services regulations and inspections, clinical services and operations, housing resources and inspections, and contract compliance and reporting, auditing, and fiscal management.

In 2019, Diane became the Executive Director of Sanford Housing Authority. The portfolio of SHA includes 227 units of affordable housing, and an additional 600 HCV voucher holders in the local community. She has experience with grant writing, budgeting, leadership, and a vision for the future of SHA. She supervises a current staff of 14, and belongs to various director-level committees and advisory boards.

Diane and Jen have worked together for the past 12 years. Collectively, they have the skills to oversee the various County supported programs and services, as well as the knowledge of local, State, and Federal regulations and guidelines. The joint efforts from both of us would effectively cover both clinical and fiscal expertise. The suggested areas of focus include fiscal review of services being purchased, budgetary recommendations, assessment of current and proposed future programming, and quality assurance spot-checking. The working relationship is solid, and they demonstrate a positive track record of delivering key services in a cost-effective manner.



## Proposal

The focus of this proposed Clinical Management duo; through Sanford Housing Authority, will include the following categories:

- Outcomes
  - Are outcomes identified/expected, and if so, are the outcomes being measured and recorded (if not, will recommend targeted outcomes for measurement)
  - Is the County getting the “most bang for its buck”-what current contracts are costing the County
  - Are minimum standards for funding and licensing being met?
- Efficiency
  - Utilization of all available resources to provide a comprehensive and effect level of treatment and intervention
  - Merging duties or positions to reduce heavy staff oversight, if applicable
  - Collaboration with all County funded services to ensure a streamlined approach, and avoid duplication of costly services
- Client care
  - Responsiveness of providers of care
  - Appropriate level of care exploration (are there people in County funded beds that could be served elsewhere, at a lesser cost)
  - Exemplary service expected-evaluation of relationships and approaches used
  - Utilization of best practice as defined by the field of addiction studies
- Licensing regulation adherence
- Billing/funding requirement adherence
- Training recommendations-during staff observation needed training will be defined
- Evaluation of current offerings
- Proposed recommendations of future offerings-as the programs expand and grow, recommendations will be made

### **Detailed Specific Job Duties**

1. Full assessment of current programming at Layman Way Recovery Center and York County Jail of all interventions, treatments, or other offerings to get a broad understanding of current status, this will include walk-throughs of residential facilities, and interviewing various staff
2. Evaluation of current Behavioral Health contracts for best practices, and standards of care, according to guidelines and licensing regulations
3. Budgetary examination to evaluate cost of treatment and services, including recommended ways to save money
4. Spot checking currently provided services via job shadowing and interviewing various staff in all County funded behavioral health services in order to effectively evaluate services being provided
5. Review of delivery of service, how many being served, are we at capacity, can we do more
6. Future focused on new offerings, in line with new recommendations from Federal, State and local sources
7. Provide linkage between the various providers working with the County, to ensure those transitioning from one place to another get continuation of care and services.
8. Available to the County Manager and County Commissioners as consultants for various discussions regarding behavioral health offerings through the County
9. Periodic review of available grants that may supplement County funding and reduce the financial burden to some degree. Recommendations for various grant applications can be made
10. Will review licensure standards and regulations with appropriate staff, as needed, to ensure compliance
11. Will provide consultation to appropriate parties in becoming insurance reimburseable



**From:** Jenna Ingram  
**Sent:** Friday, November 5, 2021 12:03 PM  
**To:** Kathryn A Dumont  
**Subject:** United Way - Emergency Food & Shelter Program

Hi Kathryn,

I am reaching out in hopes of soliciting a volunteer from the York County government offices to support a federal funding allocation process through United Way of Southern Maine (serving York County and Cumberland County).

The Emergency Food & Shelter Program is a national program where FEMA funds are distributed to United Ways across the country which then allocate the funds to local organizations that provide food, served meals, housing, shelter, and other emergency supports. We have a volunteer-based Local Board with representation from several sectors, and we are actually required through the program to have County-level government representation.

Please feel free to reach out with any questions, or if there is an individual who would be a clear fit for this role.

Thank you,

**Jenna Ingram** | Senior Community Impact Manager, Operations  
Pronouns | She, Her, Hers  
**United Way of Southern Maine**  
p: 207.347.2331 | c: 631.708.9129 | f: 207.874.1007  
e: [jingram@uwsme.org](mailto:jingram@uwsme.org) | w: [www.uwsme.org](http://www.uwsme.org)  
Portland – Kennebunk

To be [Hopeful](#) requires action. So, let's all show up - UNITED. Together, we can create a hopeful and thriving future for all in Southern Maine. What are you hopeful for? Turn your hopeful into action at [uwsme.org/hopeful](http://uwsme.org/hopeful) and on social with #shareyourhopeful.



United Way  
of Southern Maine





15 State Road  
Kittery, ME 03904  
(207) 439-6376  
www.fairtide.org

**Proposal for York County ARPA Funding  
Southern York County Resource Hub & Affordable Housing Project  
Addendum to previously submitted documents**

**Proposed Project:** Resource Hub consisting of several local non-profit service providers, and 40 Affordable Housing Units

**ARPA Funds Requested:** \$750,000 to acquire a site

**Site details:**

Location: 22 Shapleigh Rd. Kittery, ME 03904

Current owners: Old York Historical Society (since 2014)

Current use: Storage and preservation of historical artifacts

Size: 1.88 acres

Existing structure: 8,000 square foot, 2-story building

Appraised value (2020): \$721,800

This property is ideal for the proposed project, given its size, characteristics of the lot, proximity to services, and zoning. It is located kitty-corner to an existing affordable housing development for the 55+ community and down the street from the thickly settled, and (historically) affordable Kittery Village, making it convenient for households living in these areas who would benefit from the social services.

The site is also within walking distance to the Portsmouth Naval Shipyard. While the Navy Yard is Kittery's largest employer, a majority of its employees commute 45 minutes or more due to the lack of affordable housing options locally. The ongoing Joint Land Use Study between the Navy and the town of Kittery calls for more housing options for these workers to cut down on traffic and the employee's time and money spent on traveling to and from work.

As of 11/11/21, Fair Tide and the York Historical Society have entered into a 6-month purchase and sale agreement for this site. This contract includes contingencies such as funding, inspections, zoning confirmation, etc., along with the stipulation that the Historical Society finds a new home. The York-based nonprofit is motivated to relocate back home and has identified a new site that affords them the additional space they need for their growing collection of historical items. They are currently undergoing final negotiations with the seller. This transaction between Fair Tide and the Old York Historical Society would benefit both nonprofits, their constituents, and our communities greatly.



### **Timeline and benchmarks:**

Recognizing that there are many moving parts to this project, we have laid out a timeline of events with milestones that will be achieved along the way. Throughout this entire process, we commit to full transparency and clear communication so the York County Commissioners are kept in the loop on roadblocks faced and progress made. Please note that ARPA funds are not transferred until full due diligence is performed on the site and we are confident that it will work for our proposed project.

#### **November, 2021:**

Fair Tide enters into a six-month Purchase & Sale for 22 Shapleigh Road with Old York Historical Society (see attachment).

Old York Historical Society enters into a six-month Purchase & Sale for their new home in York.

#### **November, 2021 – May, 2022:**

Fair Tide performs due diligence, including building and site inspections, confirmation from town of Kittery regarding zoning, and securing funding for acquisition. ARPA funds committed.

Fair Tide and other social service agencies firm up Resource Hub details, based on the particulars of this site. Fair Tide and Footprints Food Pantry serve as lead agencies, given their capacity and need for the most space.

#### **May, 2022 (or earlier, depending on due diligence):**

Fair Tide closes on 22 Shapleigh Road, and ARPA funds transfer to the Old York Historical Society. Fair Tide owns 22 Shapleigh Rd.

Fair Tide enters into a formal ownership agreement with Community Housing of Maine (CHOM), giving them the site control necessary to apply for funding for the housing. This could be a long-term land lease or co-ownership. In the end, CHOM owns and manages the housing units and Fair Tide/Footprints own Resource Hub space.

CHOM begins funding applications.

**May, 2022- May, 2023:** Fair Tide and Footprints Food Pantry lead the capital campaign to raise funds for Resource Hub.

#### **June, 2022:**

Pre-application for tax credit funding submitted to MaineHousing by CHOM.

#### **September, 2022:**

Full application for tax credit funding submitted to MaineHousing by CHOM.

**November, 2022:**

Results of tax credit funding applications available. Notice to proceed granted.

**November, 2022- May, 2023:**

Building design and Kittery Planning Board approval process.

**May, 2023 – May, 2024:**

Project construction period.

**May, 2024 - August, 2024:**

Lease-up the housing units.

Grand opening of Resource Hub.

**Costs and Funding:**

Development costs are generally categorized by pre-development (soil testing, site inspections, Planning Board fees, architecture fees, attorney fees, etc.); development (construction costs, earthwork, materials, subcontractor fees, etc.); and post-development (lease-up). CHOM is tasked with generating a detailed total project budget for everything other than the build out of the Resource Hub. At this point, costs can roughly be described as:

**Site Acquisition:** \$750,000 from ARPA funds

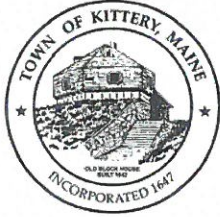
**Affordable Housing Units:** Estimating a total development cost of \$12,300,000 raised from Federal, State and Affordable Housing funds. These funds are raised by Community Housing of Maine.

**Resource Hub:** Estimating 7,000 square feet at \$200/sf, the Resource Hub build-out would cost approximately \$1,400,000. These funds would be raised collectively by Fair Tide and Footprints Food Pantry.

**Attachments:**

Purchase & Sale for 22 Shapleigh Road  
Photos of 22 Shapleigh Road  
Letter from Community Housing of Maine  
Letter from Footprints Food Pantry  
Letter from town of Kittery  
Letter from Table of Plenty





Kendra Amaral  
Town Manager

**TOWN OF KITTERY**  
Office of the Town Manager  
200 Rogers Road, Kittery, ME 03904  
Telephone: 207-475-1329 Fax: 207-439-6806  
[kamaral@kitteryme.org](mailto:kamaral@kitteryme.org)

November 6, 2021

York County Commissioners and  
Mr. Gregory Zinser, County Manager York County  
45 Kennebunk Rd.  
Alfred, ME 04002

RE: Kittery Service Hub

Dear Honorable Commissioners and County Manager Zinser,

We are very grateful for the leadership Fair Tide is providing in working to tighten the social safety net for Kittery families, by coordinating the effort to establish a service hub in town. We share a common goal of assisting residents and families in need with obtaining safe and healthful living conditions regardless of their means.

Those in need rarely require just one category of support. Whether their challenges are of a limited duration or ongoing, having access to multiple support services, programs, and resources is critical. A single hub that can provide social work services, assistance with housing, food, heat, fuel, and access to medical and mental health care not only improves a client's outcomes, it does so with dignity and respect for that person's situation.

We have discussed how the Town's General Assistance program can be integrated into the broad range of services available at the hub. Though no agreements have been fully developed or executed, the Town does anticipate a transition of GA services to the service hub; and having the GA administered by a trained Social Worker capable of providing a holistic approach to assistance.

We support this proposed project and look forward to helping make the service hub a reality. We greatly appreciate any funding that the County can provide to facilitate these important efforts.

Sincerely,

Kendra Amaral  
Town Manager

cc: Kittery Town Council  
Emily Flinkstrom, Executive Director, Fair Tide



November 8, 2021

York County Commissioners and  
Mr. Gregory Zinser, County Manager York County  
45 Kennebunk Road  
Alfred, ME 04002

RE: American Rescue Plans Fund Allocation; Fair Tide Proposal

Dear Honorable Commissioners and County Manager Zinser,

I am reaching out to you as the site coordinator and Board President for the local non-profit, the Table of Plenty, that has provided community meals to our neighbors in need for the Kittery community since 2009. I have been a part of the many services within the town that meet regularly to share our concerns and support with one another as we each serve many of the same folks but in a different capacity. Since initially meeting in 2019 to collaborate as to how we can create an umbrella for all of us services, we have come to realize how important it is to create a resource hub for those who desperately depend on our help.

One thing we have learned by meeting is that how emotionally and mentally challenging it is for those who are facing emergency needs whether it be for food, shelter, heating expense or unexpected living expense. They are needing to fill out an application to qualify for assistance at each service and to tell their sometimes traumatizing story over and over to each service needed. Through our meetings, we developed a universal application and contact person that can guide the person needing assistance, but each service is in a separate location which in turn lengthens their effort to obtain help as soon as possible

As well, due to the pandemic, we services have experienced such a greater need. At Table of Plenty, prior to the pandemic, we served 45-50 guests in house with help from local churches and organizations. Since May of 2020, we have a dedicated team prepare the meals which weekly serves 80-90 guests a take home meal to the many homeless individuals, struggling families and isolated seniors. We have been able to direct these guests to services in town that can help with food delivery from Kittery's Footprints food pantry or to Fairtide who assists with housing issues or to Fuel and More for financial assistance with heating bills. But each of these services are at separate locations meaning reaching out and telling their story again and again.

By having a hub for all of us services, we can have one place for those having housing or fuel challenges, picking up food or a hot meal, but also have a place for all of us services to have private office and meeting space to better serve those in need in the Kittery community. This hub will not only provide a centralized location for all of us services but also save much money for each service by not having the expense of separate rent/mortgage, utilities and overhead. These monies saved will allow us to put it back into the community and better serve our neighbors in need.

Thank you for your time and consideration.

Regards,

Diana Marzinzik, President  
Kittery site coordinator

The TABLE OF PLENTY is a registered 501c3 non-profit organization  
P.O. Box 232, Berwick, ME 03901  
[www.thetableofplenty.com](http://www.thetableofplenty.com) [tableofplentywebsite@gmail.com](mailto:tableofplentywebsite@gmail.com)  
Federal Tax ID number 01-0484793





**Board Members**

Aaron Shapiro  
Retired Community Development  
Director  
Cumberland County  
*Board President*

Chip Newell  
Principal  
The NewHeight Group  
*Board Treasurer*

Gunnar Hubbard  
Principal  
Thornton Tomasetti  
*Board Secretary*

David Birkhahn  
Vice President  
TD Bank

Elizabeth Boepple  
Partner  
Murray, Plumb, & Murray

Kalie Hess, Associate Director  
The Partnership for Children's Oral  
Health

Jan McCormick  
Retired Affordable Housing  
Investment Executive

Luc Nya  
Mental Health Program Coordinator  
OCFS/Corrections Liaison  
Maine DHHS

Thomas Ptacek  
Veteran's Healthcare Outreach  
Community Organizer  
Preble Street

Jennifer Putnam  
Executive Director  
Waban

Jennifer Rottmann  
Deputy Director/CFO  
The Genesis Fund

John Ryan  
President  
Wright-Ryan Construction

Bill Shanahan  
Co-President  
Evermorth

Kimberly Twitchell  
Maine Regional President  
NBT Bank

**Staff Contacts**

Cullen Ryan  
Executive Director

Kyra Walker  
Chief Operating Officer

Elizabeth Baranick  
Asset Manager

Sarah Gaba  
Occupancy Manager

Mara O'Shea  
Compliance Manager

Jim Gwilym  
Chief Financial Officer

Chris Harmon  
Controller

Vickey Rand  
Advocacy & Communications Manager

Brenda Sylvester  
Development Officer

Bree LaCasse  
Development Officer

Brian Kilgallen  
Development Officer

Robyn Wardell  
Development Associate

November 1, 2021

York County Commissioners &  
Mr. Gregory Zinser, County Manager York County  
45 Kennebunk Road  
Alfred, ME 04002

RE: American Rescue Plan Funds Allocation

Honorable Commissioners and County Manager Zinser:

I am writing today in support of Fair Tide's proposal to allocate a portion of American Rescue Plan Act (ARPA) funds towards the acquisition of 22 Shapleigh Road in Kittery for the purpose of building a service hub and affordable rental housing.

Community Housing of Maine (CHOM) and Fair Tide have been working together for several years to find a site that could help both organizations advance our missions to serve vulnerable Mainers through stable housing. The property at 22 Shapleigh Road is ideally located for a service hub and multi-family affordable rental housing. The parcel is large enough to accommodate approximately 40 units of housing and, in addition to the services that will be provided on site by Fair Tide and other social service agencies, is ideally situated within walking distance of several important amenities, including a drug store, bank, a post office, public transportation, and outdoor public spaces.

CHOM develops, owns and manages high-quality affordable housing for people with low incomes and people with special needs across the state. We believe that housing, together with support services, provides stability, fosters dignity and respect, and transforms lives. Our values, mission and work align well for a natural partnership with Fair Tide, an organization working to reduce homelessness through the provision of housing and supportive services to individuals and families in the Seacoast area.

Fair Tide and CHOM formalized our partnership in a MOU in 2018. CHOM will fulfill the responsibilities of developer, owner, and property manager for the housing project. As an affordable housing developer with over twenty years of experience, we are well-prepared to take on this role. CHOM currently houses nearly 1,100 individuals in the 84 sites in our portfolio - about one third of whom were experiencing homelessness upon entry into our housing. Twelve of our properties have been made possible by Low Income Housing Tax Credits (LIHTC) administered through MaineHousing. Some examples of our LIHTC properties include Village Centre, a 48-unit new construction building located in downtown Brewer. This property serves families living at or below 50-60% of area median income and was the first Passive House Certified affordable rental housing built in North America. Central Commons, another LIHTC property, is a 29-unit building for low-income seniors which opened in Hallowell in 2020. The 25,000 square foot building is a certified historic, adaptive reuse project that gave new life to the vacant Central Building, one of five historic buildings comprising the Stevens Commons campus. These are just two examples of the many properties in CHOM's portfolio.



CHOM would put our extensive experience and expertise to work to build affordable rental housing at 22 Shapleigh Road in partnership with Fair Tide. This process can only begin after Fair Tide receives site control. CHOM would lead the effort to secure financing for the housing, primarily through the Low Income Housing Tax Credit program, and would oversee design, permitting, construction and ongoing property management. While the majority of the units would be rented to households with incomes at or below 60% of Area Median Income, CHOM would partner with Fair Tide to place their referrals, people who are experiencing chronic homelessness, in a subset of the units.

Thank you for considering allocating a portion of York County's ARPA funds to assist with the acquisition of this property to make our shared vision possible.

Sincerely,

A handwritten signature in cursive script, appearing to read "Bree LaCasse".

Bree LaCasse  
Development Officer, Community Housing of Maine



**FOOTPRINTS FOOD  
PANTRY**

27 OLD POST ROAD, KITTERY MAINE

November 9, 2021

York County Commissioners and  
Mr. Gregory Zinser, County Manager York County  
45 Kennebunk Rd.  
Alfred, ME 04002

Re: American Rescue Plans Fund Allocation; Fair Tide Proposal

Dear Honorable Commissioners and County Manager Zinser:

I am writing to you in support of Fair Tide's proposal to build affordable housing and a resource hub at the location of 22 Shapleigh Road in Kittery. As the executive director of Footprints Food Pantry, I can attest to the prime opportunity this model, housed at this location, offers our community. It is centrally located and easily accessible by our clients who primarily reside in Kittery and Eliot.

Fair Tide and Footprints have a long-standing relationship in our coordination of services for shared clients. We regularly work together to assure the needs of each community member are met, but despite this collaboration, the fragmented system through which clients access assistance is lacking. We believe whole-heartedly that our current and future clients will be better served by bringing social services under one roof. To that end, we are extremely excited to partner with Fair Tide to bring this resource hub to life.

The Footprints Board of Directors and I are committed to the partnership with Fair Tide, to working towards a one-stop resource hub located at 22 Shapleigh Road and to raising the funds necessary to make this vision a reality. We have full confidence in our shared ability to tap into our strong networks of support to reach our capital campaign goals. Furthermore, we envision our resource hub serving as a model for other communities throughout the county and the state to replicate, so that as a network, we can further improve critical service delivery for households in need throughout all of York County.

I am more than happy to answer any questions about our support of this proposal.

Respectfully,

*Megan Shapiro-Ross*

Megan Shapiro-Ross

Executive Director

Footprints Food Pantry

# Johnson Controls



**Integrated Security Electronic Systems**  
**Upgrade Proposal Summary**  
**1 Layman Way**  
**Alfred, ME 04002**

**Reference:** 1-69KVBSM, 1-6C9EFR3

**System Type(s):** VSS, PLC/ACS

**Submitted by:** Rick Strout

[richard.james.strout@jci.com](mailto:richard.james.strout@jci.com)

+1 2073182420

Roscoe Grant

[roscoe.grant@jci.com](mailto:roscoe.grant@jci.com)

+1 207 766 8289

**Date:** November 11, 2021





November 11, 2021

Thank you for the opportunity to provide our proposal for JCI's industry-leading security & life-safety solutions. In recent months, we facilitated a collaboration between JCI's engineering teams, certified in Integrated Security Electronic Systems, to design a customized solution to meet the specific needs of your facility. Our design utilizes "best in class" Non-Proprietary equipment/software and is designed to resolve current system deficiencies along with providing enhancements to optimize facility operations. These Integrated Security Electronic Systems are designed to replace the current "end of life" and "proprietary" equipment with non-proprietary products featuring open architecture with product compatibility for a seamless integration. Optimal functionality & dependability are the key components of this design/deployment.

## SCOPE OF WORK

Johnson Controls Incorporated (JCI) recognizes the need for the **replacement** of certain security systems/equipment installed (operator workstations, programmable logic controllers (PLC), intercom system and video surveillance system). This determination is derived from our collaboration with onsite personnel, information gathering during multiple site visits, & dissemination by JCI's engineering teams specialized in these specific systems. We have proposed to provide **an upgrade installation with updated equipment, integration programming/software** for systems at the York County Jail.

The PLC/Intercom equipment that is currently installed is non-working, non-integrated or possesses unsupported/obsolete software (Windows XP) for current operator workstations.

The Video Management System is also obsolete with sub-standard image quality (analog technology- not digital) & inconsistent access to recorded video footage. The current system offers only several days of video archives & the proposed system is engineered with capacity targeted at 60+ days of 24/7 video retention. New system also features recorded audio in specified location per York County Jail's requirements.

Johnson Controls Security Solution (JCSS) & it's specialized teams will install, program, focus & test a new Security System to consist of Omron NX series PLC systems/components, ExacqVision Video Servers, Axis Surveillance Cameras & Harding Digital Intercom System. **These systems will work in tandem by engineered design featuring integration that enables video verification at the various workstations where exit/entry is initiated via the PLC system (the current system is unable to offer this critical function).**

## Programmable Logic Controller (PLC) System

### **CURRENT CONFIGURATION:**

- 11 Control Rooms (Central, Intake, Medical, B1, B2, B3, C1, C2, C3, C4, C-Bubble)
- 03 Equipment Rooms (Central, B-Housing, C-Housing)
- Com-Tec Existing Integrated System
  - Proprietary Graphic User Interface (GUI) Software
  - CS Series Omron PLC's
  - Proprietary Com-Tec Down Stream Door, Lighting, Intercom Relay Boards
  - Obsolete Rauland-Borg Analogue Intercom System

### **PROPOSED:**

- Provide 12 New Operator Workstations **New GUI Software to reside on workstations (not server based)**
  - 12 -- Indusoft **non-proprietary** GUI Software loaded on WIN 10 PC's- **new unit layouts/icons to be consistent with current for ease of use with increased functionality for improved inmate/staff safety (alarm/duress notifications with location in map legend, etc.)**
  - 02 -- 32" Desktop Touch Monitors in Central Control Room
  - 10 -- 24" Touch Monitors at all other Control Rooms



- 12 -- 1.5kva UPS
- 01 -- New Reporting Terminal with Printer
- Replace all end-of-life CS Omron Equipment with new Omron NX Series PLC Equipment in each equipment room
  - Due newer technology with the NX Version PLC, a redundant PLC for the central equipment room location is not required
  - Will provide Spare NX PLC Modules, CPU (includes network connection), Power Supplies (1 of each used), Input-Output Modules
- Replace Proprietary Com-Tec relay boards with Non-Proprietary Relays / Fuses (connect to new Omron NX PLC)
- Replace existing Door Power Supplies in all equipment rooms
- Replace Obsolete Analogue Intercom System with a new Digital System (Harding)
  - 12 -- New Gooseneck Master Mic's next to each Workstation
    - 01 -- Spare Gooseneck
    - Will be provided with Audio Threshold Feature (a.k.a. scream alarm)
    - Will provide new page amplifiers
- 03 -- New Network Switch Equipment
  - **Will bridge to camera network switch(s)**
- 01 -- Virtual Private Network Equipment so that JCI trained technicians / engineers can "tunnel in" to the system for health diagnostics and any programming changes needed
- **New System(s) will Integrate with upgraded ExacqVision Video Surveillance System**
- **New System(s) will integrate to current (Identicard – Hardwired) or future upgraded (Software House – Serial) Access Control System**

## **Video Management System**

Johnson Controls Security Solution (JCSS) to provide and install an Exacq Vision Solution. This proposal has been designed to protect the following areas: Common Areas, Entry/Exit Areas, and High-Risk Areas of the Building. These areas have been identified by the Customer and now reference in JCSS Security Electronic Drawings. **This system is designed as part of an integration with proposed PLC system upgrade (reference estimate #1-6C9EFR3).**

### **Head-End Equipment**

JCSS will install all head-end security equipment as identified in the proposed Security Electronic Drawings & Bill of Materials. The Head End Equipment will consist of the following:

- Network Video Recorders (NVRs)
  - JCSS will connect the NVRs to the network port and 110VAC power
- PoE Switch
  - JCSS will connect the Cameras to the POE Switch and 110VAC power
- Monitor Stations, Admin Monitor stations, & Video stations

### **Field Equipment**

JCSS will provide, install & test new Field Devices necessary for the proper & customer expected operation of these security systems. Field Devices will consist of Axis IP Cameras, Camera Mount and Accessories as described in the BOM. Reference Security Electronic for device counts and placement.

### **Cabling Details**

JCSS will install, terminate & test all new cabling from the head end equipment to new camera devices. **Cabling runs for the Video Surveillance Project running in parallel with those involved with PLC system (from control to IDF locations) are planned/designed to be run in tandem at the same time for efficiency, cost effectiveness, & most importantly to minimize disruptions/vulnerabilities for York County Jail operations.**



## Investment Summary

### PLC System Outright Sale Sourcewell Pricing

Installation Investment Package: \$555,510.74  
Total Monthly Payment Including Preferred Services: \$ 6580.79/month\*

### Video Surveillance System Outright Sale Sourcewell Pricing

Installation Investment Package: \$446,429.64  
Total Monthly Payment Including Preferred Services: \$ 5,275.21/month\*

### TOTAL INVESTMENT FOR BOTH SYSTEMS

Installation Investment Package: \$1,001,940.38  
Total Monthly Payment Including Preferred Services: \$ 11,855.95/month\*

\* Recurring Services to commence in year two as 1<sup>st</sup> year services are included at no charge for all Sourcewell agreements. This includes 24/7 remote support, technical support, & local JCI technicians to provide on-site warranty service parts/labor (does not cover insurable losses- i.e., fire, deliberate destruction, etc.)

We greatly appreciate the opportunity to provide security & life safety solutions for your facilities. Please reach out any time if you need additional information or support.  
Thank you.

Sincerely,

Roscoe Grant & Rick Strout



*The technical specification(s), drawings(s), and related documentation (and the information contained herein) is proprietary, confidential and intellectual property of JCSS and/or its suppliers and is supplied upon the express conditions that: (1) The same shall be returned to JCSS upon request, (2) no reproduction of this documentation and supplied design drawing(s) or any part thereof shall be made without express written permission of JCSS (except for the purpose set forth in (3) below), and (3) no information contained herein may be used other than for the installation of systems by JCSS.*